

User's Guide: How to Enroll in a Class for Partners

Office of Human Resources Training and Organizational Development Team
September, 2015

Introduction

As a Partner with Montgomery County, we are pleased to offer access to our professional development training. As part of our TransformMCG initiative, we have implemented the Oracle Learning Management System(OLM), which can be accessed by our partners through the External AccessMCG portal.

Before you start, *you must have a username and password set-up in the AccessMCG External Portal.*

If you have not set up a Profile, go to the OHR Training Web Page:



<http://montgomerycountymd.gov/ohr/training/training.html#>

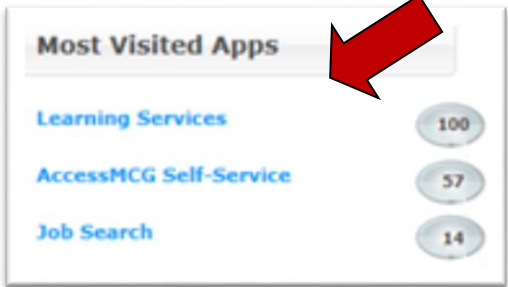
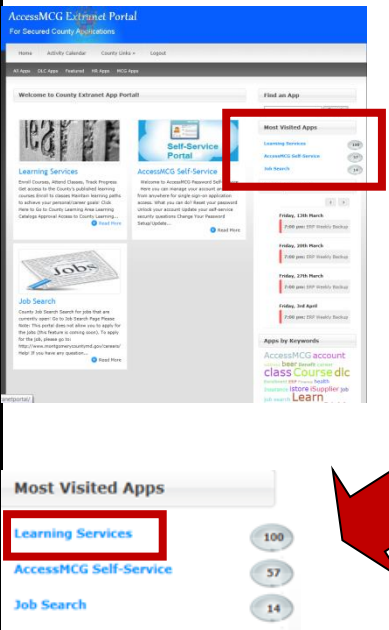
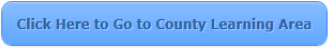
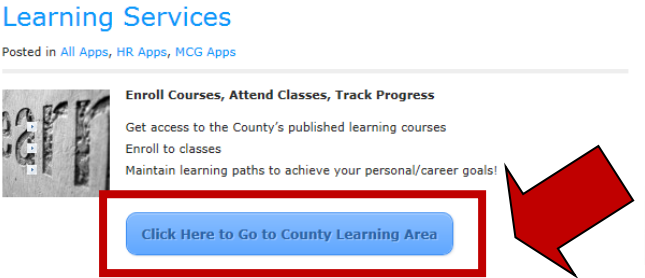
1. Click on **Training Guides, References, and Toolkits**
2. Click on **Requesting Access to MCG Training for Partners**


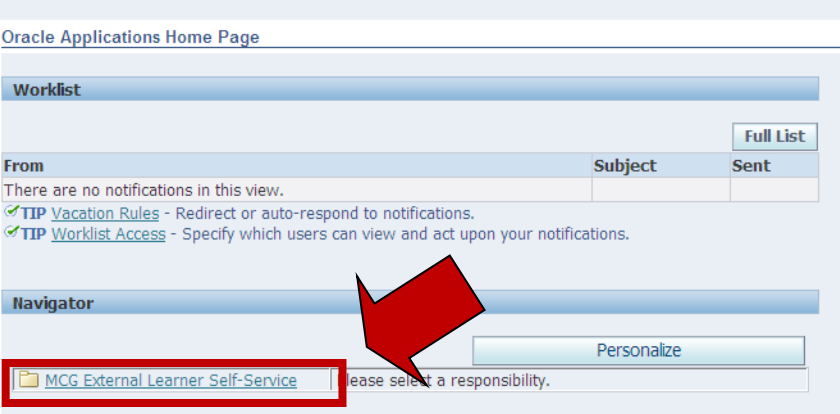

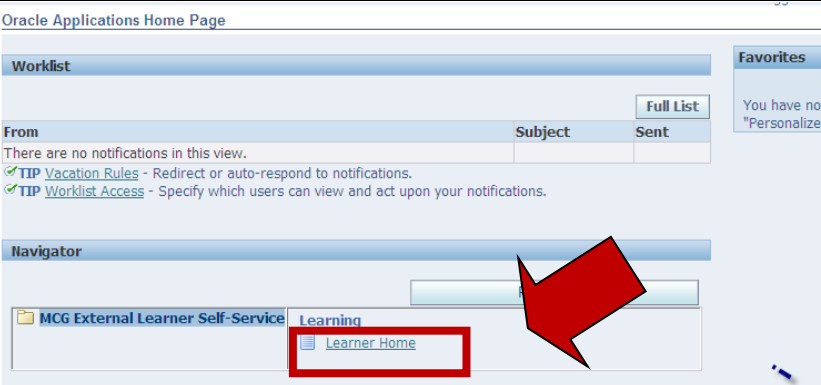


Troubleshooting:

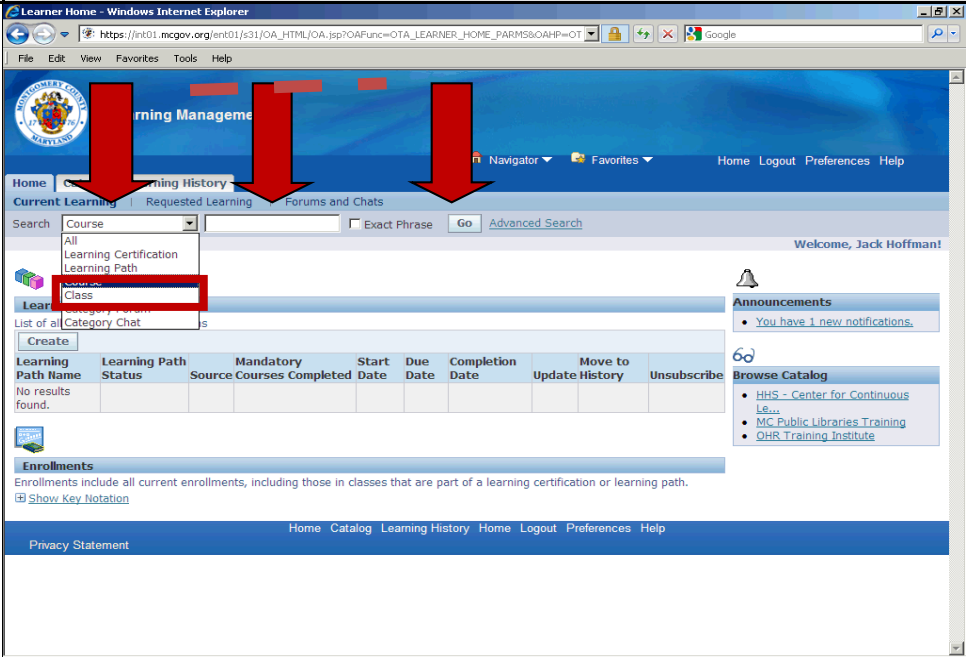

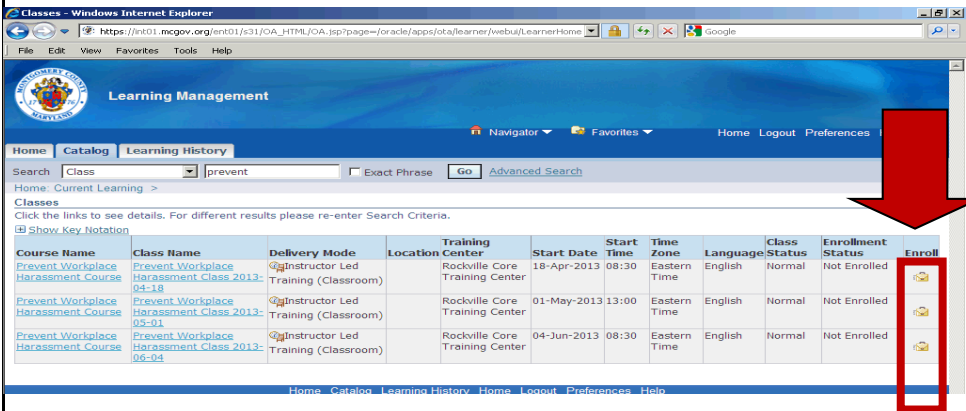









- If you are not sure if you have a profile set-up, email OLM.Adm@montgomerycountymd.gov. We will check our records.
- If you have forgotten your password, click the "Forgot Password" button on the AccessMCG log-in page to activate a password change.
- If you have other problems, please contact the Training Team at OLM.Adm@montgomerycountymd.gov

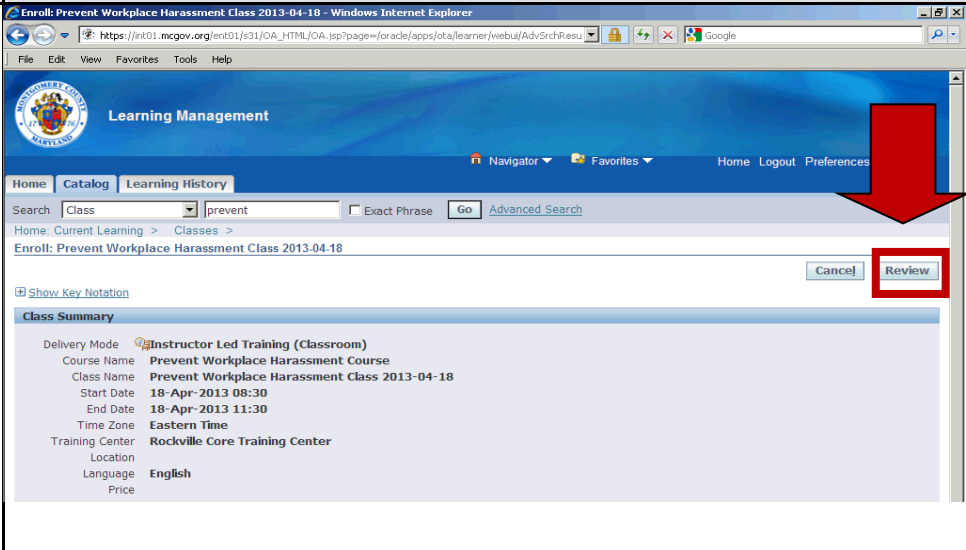
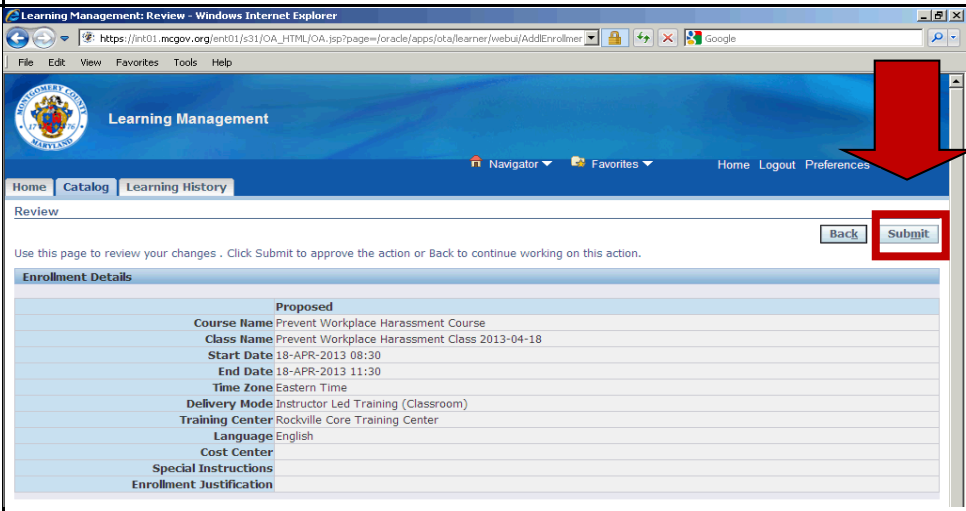
Instructions

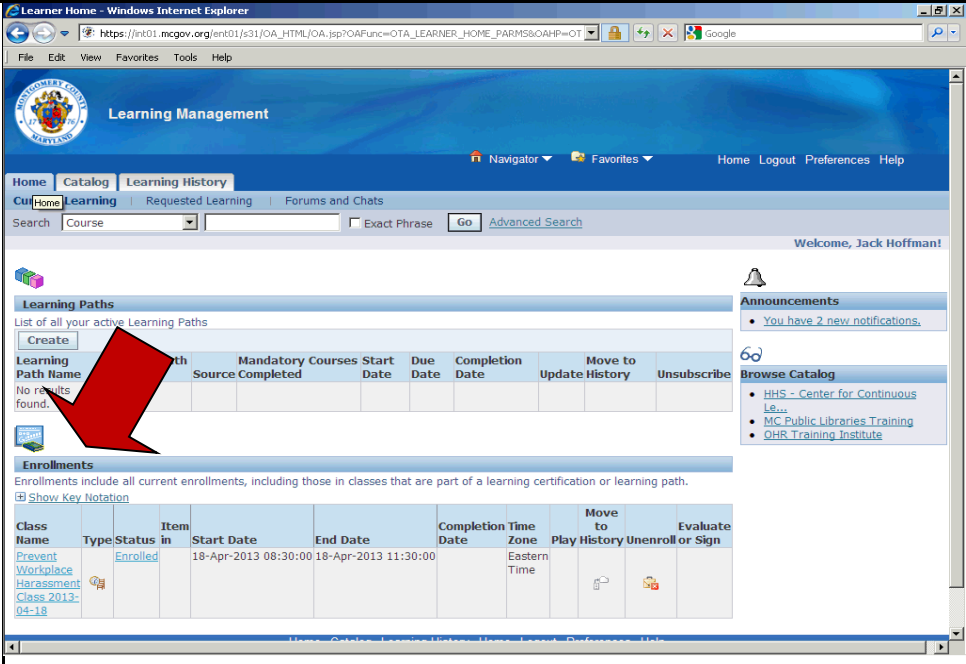
Step	Action	
1.	<p>Go to AccessMCG: www.montgomerycountymd.gov ></p> <p>Click Online Services, a menu will drop down > find AccessMCG and click the link.</p> <p>Recommendation: Once you are on the log-in page, please <i>bookmark this site</i> for faster access.</p>	
2.	<p>Enter in your username and password</p> <p>Click Login Button</p>	

Step	Action	
3.	<p>Once you log-in, the AccessMCG Dashboard will appear.</p> <p>Click on Learning Services</p> 	
4.	<p>The Learning Services page will open.</p> <p>Click on the blue button – Click Here to Go to County Learning Area.</p> 	

Step	Action							
5.	<p>Click the MCG External Learner Self-Service link.</p> <p> MCG External Learner Self-Service</p>	 <p>Oracle Applications Home Page</p> <p>Worklist</p> <p>Full List</p> <table border="1"> <thead> <tr> <th>From</th><th>Subject</th><th>Sent</th></tr> </thead> <tbody> <tr> <td colspan="3">There are no notifications in this view.</td> </tr> </tbody> </table> <p>✓TIP Vacation Rules - Redirect or auto-respond to notifications. ✓TIP Worklist Access - Specify which users can view and act upon your notifications.</p> <p>Navigator</p> <p>Personalize</p> <p> MCG External Learner Self-Service Please select a responsibility.</p>	From	Subject	Sent	There are no notifications in this view.		
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There are no notifications in this view.								
6.	<p>Click the Learner Home link.</p> <p>Learner Home</p>	 <p>Oracle Applications Home Page</p> <p>Worklist</p> <p>Full List</p> <table border="1"> <thead> <tr> <th>From</th><th>Subject</th><th>Sent</th></tr> </thead> <tbody> <tr> <td colspan="3">There are no notifications in this view.</td> </tr> </tbody> </table> <p>✓TIP Vacation Rules - Redirect or auto-respond to notifications. ✓TIP Worklist Access - Specify which users can view and act upon your notifications.</p> <p>Navigator</p> <p> MCG External Learner Self-Service Learning</p> <p> Learner Home</p> <p>Favorites</p> <p>You have no "Personalize"</p>	From	Subject	Sent	There are no notifications in this view.		
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7.	<p>The OLM Learner Home page will open.</p> <ul style="list-style-type: none">Click the Search list From the drop down to select Class.Go to the Search Box Enter ONLY ONE WORD from the class titleClick “Go”.																																																	
8.	<p>Find the Class you want to enroll in and click on the Enroll button.</p> 	 <table><thead><tr><th>Course Name</th><th>Class Name</th><th>Delivery Mode</th><th>Location</th><th>Training Center</th><th>Start Date</th><th>Start Time</th><th>Time Zone</th><th>Language</th><th>Class Status</th><th>Enrollment Status</th><th>Enroll</th></tr></thead><tbody><tr><td>Prevent Workplace Harassment Course</td><td>Prevent Workplace Harassment Class 2013-04-18</td><td>Instructor Led Training (Classroom)</td><td></td><td>Rockville Core Training Center</td><td>18-Apr-2013</td><td>08:30</td><td>Eastern Time</td><td>English</td><td>Normal</td><td>Not Enrolled</td><td></td></tr><tr><td>Prevent Workplace Harassment Course</td><td>Prevent Workplace Harassment Class 2013-05-01</td><td>Instructor Led Training (Classroom)</td><td></td><td>Rockville Core Training Center</td><td>01-May-2013</td><td>13:00</td><td>Eastern Time</td><td>English</td><td>Normal</td><td>Not Enrolled</td><td></td></tr><tr><td>Prevent Workplace Harassment Course</td><td>Prevent Workplace Harassment Class 2013-06-04</td><td>Instructor Led Training (Classroom)</td><td></td><td>Rockville Core Training Center</td><td>04-Jun-2013</td><td>08:30</td><td>Eastern Time</td><td>English</td><td>Normal</td><td>Not Enrolled</td><td></td></tr></tbody></table>	Course Name	Class Name	Delivery Mode	Location	Training Center	Start Date	Start Time	Time Zone	Language	Class Status	Enrollment Status	Enroll	Prevent Workplace Harassment Course	Prevent Workplace Harassment Class 2013-04-18	Instructor Led Training (Classroom)		Rockville Core Training Center	18-Apr-2013	08:30	Eastern Time	English	Normal	Not Enrolled		Prevent Workplace Harassment Course	Prevent Workplace Harassment Class 2013-05-01	Instructor Led Training (Classroom)		Rockville Core Training Center	01-May-2013	13:00	Eastern Time	English	Normal	Not Enrolled		Prevent Workplace Harassment Course	Prevent Workplace Harassment Class 2013-06-04	Instructor Led Training (Classroom)		Rockville Core Training Center	04-Jun-2013	08:30	Eastern Time	English	Normal	Not Enrolled	
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9.	Review the Enrollment details Click the Review button.	 <p>The screenshot shows the 'Enroll: Prevent Workplace Harassment Class 2013-04-18' page. The page title is 'Enroll: Prevent Workplace Harassment Class 2013-04-18'. The URL is 'https://int01.mc.gov.org/enr01/js31/OA_HTML/OA.jsp?page=/oracle/apps/ota/learner/webui/AdvSrchResu'. The page features a 'Learning Management' header with a search bar and a 'Review' button highlighted by a red box and a red arrow.</p> <p>Class Summary</p> <table><tr><td>Delivery Mode</td><td>Instructor Led Training (Classroom)</td></tr><tr><td>Course Name</td><td>Prevent Workplace Harassment Course</td></tr><tr><td>Class Name</td><td>Prevent Workplace Harassment Class 2013-04-18</td></tr><tr><td>Start Date</td><td>18-Apr-2013 08:30</td></tr><tr><td>End Date</td><td>18-Apr-2013 11:30</td></tr><tr><td>Time Zone</td><td>Eastern Time</td></tr><tr><td>Training Center</td><td>Rockville Core Training Center</td></tr><tr><td>Location</td><td></td></tr><tr><td>Language</td><td>English</td></tr><tr><td>Price</td><td></td></tr></table>	Delivery Mode	Instructor Led Training (Classroom)	Course Name	Prevent Workplace Harassment Course	Class Name	Prevent Workplace Harassment Class 2013-04-18	Start Date	18-Apr-2013 08:30	End Date	18-Apr-2013 11:30	Time Zone	Eastern Time	Training Center	Rockville Core Training Center	Location		Language	English	Price					
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10.	Review the verification details of the class Click the Submit button.	 <p>The screenshot shows the 'Learning Management: Review' page. The page title is 'Learning Management: Review'. The URL is 'https://int01.mc.gov.org/enr01/js31/OA_HTML/OA.jsp?page=/oracle/apps/ota/learner/webui/AddEnrollmer'. The page features a 'Review' section with a 'Submit' button highlighted by a red box and a red arrow.</p> <p>Enrollment Details</p> <table><tr><td colspan="2">Proposed</td></tr><tr><td>Course Name</td><td>Prevent Workplace Harassment Course</td></tr><tr><td>Class Name</td><td>Prevent Workplace Harassment Class 2013-04-18</td></tr><tr><td>Start Date</td><td>18-APR-2013 08:30</td></tr><tr><td>End Date</td><td>18-APR-2013 11:30</td></tr><tr><td>Time Zone</td><td>Eastern Time</td></tr><tr><td>Delivery Mode</td><td>Instructor Led Training (Classroom)</td></tr><tr><td>Training Center</td><td>Rockville Core Training Center</td></tr><tr><td>Language</td><td>English</td></tr><tr><td>Cost Center</td><td></td></tr><tr><td>Special Instructions</td><td></td></tr><tr><td>Enrollment Justification</td><td></td></tr></table>	Proposed		Course Name	Prevent Workplace Harassment Course	Class Name	Prevent Workplace Harassment Class 2013-04-18	Start Date	18-APR-2013 08:30	End Date	18-APR-2013 11:30	Time Zone	Eastern Time	Delivery Mode	Instructor Led Training (Classroom)	Training Center	Rockville Core Training Center	Language	English	Cost Center		Special Instructions		Enrollment Justification	
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11.	<p>You will automatically be returned to your Learner Home Page.</p> <p>You can see your enrollments under your Enrollments section.</p>	 <p>The screenshot shows the 'Learner Home' page in a Windows Internet Explorer browser. The page title is 'Learner Home - Windows Internet Explorer'. The address bar shows 'https://int01.mc.gov.org/ent01/js31/OA_HTML/OA.jsp?OAFunc=OTA_LEARNER_HOME_PARM&OAH=P=OT'. The page features a 'Learning Management' header with a navigation bar including 'Home', 'Catalog', and 'Learning History'. Below the header, there is a search bar and a 'Welcome, Jack Hoffman!' message. The main content area is divided into sections: 'Learning Paths' (with a 'Create' button and a table of paths), 'Enrollments' (with a 'Show Key Notation' link and a table of enrollments), 'Announcements' (with a notification 'You have 2 new notifications'), and 'Browse Catalog' (with links to 'HHS - Center for Continuous Learning', 'MC Public Libraries Training', and 'QHR Training Institute'). A red arrow points to the 'Enrollments' section.</p>

Step	Action	
12.	<p>You will also see a new notification on your Learner Home page.</p> <p>This is a hyperlink, so you can click on it to review your enrollment details.</p>	

Step	Action	
13.	<p>This page displays with detailed enrollment information.</p> <p>To return to your Learner home page, click the home tab.</p> <p>DO NOT use the browser's back button.</p>	